

Minutes of the Meeting of St. James P.C.C.

Monday 21st September 2015

Present: Rev Rob Powell (Chair), Rev Johan Allen, Sue Allen, Carol Burt, John Farebrother, Liz Gibbons, Antony Herbert, Dave Ingram, Steve Linton, Nat Okoro, Carol Patterson, Pauline Pepperrell, Richard Reddie, Adam Seymour-Davies, Stephanie Sulaiman, Myles Taylor, Paula Thomas, Julie White, Glynis Wilkinson and Christina Contreras.

Apologies: Lilian Reddie.

1. **Welcome:** Rob welcomed everyone to the meeting and opened the meeting with prayer.

2. **Minutes of the Previous Meetings:**

The Minutes of the meeting on 6th July 2015 were considered, accepted unanimously and signed.

3. **Matters Arising from the Minutes**

1. **Nurture & Discipleship Questionnaire (item 3.1).** The questionnaire was launched on 13th September and will be given out every Sunday until 12th October. Johan Allen will collect data and will follow up.

2. **Furzedown Churches Youth Minister (item 3.2).** Sam Talbot has been appointed as the new Youth Minister. Sam had 2 weeks handover overlap with Fiona and has had a very good start. Sam is very outgoing and there is an aim of a very clear link with FYC together with Bethany. Rob reported that Bethany will be on maternity leave from January 2016. More information on recruiting for maternity period will be given nearer the time. Prayers for wisdom regarding cover will be appreciated.

3. **Appointment of New Church Architect (item 3.5).** The Diocese has confirmed the appointment of Nick Weedon of HMDW Architects Ltd and the quinquennial inspection has now taken place.

4. **Mission Action Plan (MAP): Welcome & Hospitality Follow Up (item 5).**

Informal Badge Month will start in October. Rob encourages all members of P.C.C. to actively participate.

Pew Shuffle will start in November.

Newcomers Stand Up will be tried initially on Messy Sundays but we need to develop a new *Welcome Pack* before introducing this initiative.

5. **St James', The Bible & The Sexuality Debate (item 6).** Rob reported that discussion about the forum proposal continued over the summer and concerns were raised over the forum turning into an unhelpful debate and causing division in the church. The main idea for the forum is to enable church members to hear and understand the different views on this sensitive issue. The revised proposal therefore is to have both main views on the issue formally presented by Rob Powell ('Traditional View') & Imogen Vibert ('Affirming View') with a third person chairing the event. After the formal presentations there will be a short break during which people can write questions and submit them. In the second half Rob & Imogen will attend to the questions. There will not be an open floor discussion as such, there will not be voting, no winning or losing.

After some discussion it was agreed that Rob would decide on a date for the event to take place, on a Sunday afternoon/evening before the end of the year, and at a time when most members would be able to attend. It was also agreed that the event would be recorded to enable those who can't attend to listen to the presentations and questions/answers later.

6. **Church Manager (item 10).** Christina Contreras has been appointed as the new Church Manager; Rob welcomed Christina and reports that Christina has had a good start.

4. **Finance Report.**

The Management Accounts to 31 August 2015 were presented, showing a deficit for the period of £9,336, compared with a forecast deficit for same period of £13,401. Whilst this appears to be encouraging both donations and property income are below forecasts. Property income for the remainder of the year is also likely to be down due to the end of the 171 lets. The forecast for the year is a deficit of £8,289, assuming spend of the £5,000 contingency and Gift Day donations of £10,000. Although there are currently sufficient

General Reserves to cover this deficit income and expenditure in the remainder of the year need to be monitored closely.

Paula Thomas made two proposals regarding the CAF account:

1. CAF account signatories to include Rob Powell as the Rector, Richard Reddie and Steve Linton as Church Wardens, Paula Thomas as Treasurer and Christina Contreras as Church Manager. Simon James-Morse to be removed. Seconded by David Ingram and agreed unanimously.
2. For Christina Contreras to hold a CAF Debit Card with a maximum spend of £500 to pay for small office expenses. Seconded by Johan Allen and agreed unanimously.

Expenditure Protocols Reminder:

Expenses of up to £500 can be authorised by Rob Powell, Paula Thomas and Christina Contreras.

Expenses over £500 and up to £1000 should be authorised by the Standing Committee.

Expenses of over £1000 should be authorised by the P.C.C.

Cheques will need to be authorised by 2 signatories.

5. External Signage.

As agreed at the last meeting the font size for notices to be displayed on the proposed new lockable cases at the front of church was tested over the current notice boards and visibility from the road and gate was good. The whole project's cost is £3500 going by quotations received earlier in 2015. However our restricted budget fund is only £1600.

Various solutions were discussed:

- To complete part of the project now using the funds available and budget for the rest of the project to be completed in 2016.
- To look at other options for notice boards within the value of £1600.
- To organise events to raise more money.
- To look into other signage, modern; glass and light could be considered, signage that will stand us out and make us look different.

Rob Powell's proposal: To buy one lockable cabinet as soon as possible for the Church office and defer the decision on the rest of the project until the next meeting.

Seconded by Johan Allen and agreed unanimously.

At this point, the meeting paused for prayer.

6. MAP: Prayer Ministry Review

Heather Wright, current Prayer Ministry Team leader, will be leaving St James soon and Pauline Pepperrell will take on this role. A training session will be soon scheduled for existing and new team members.

Rob asked the PCC members to discuss in pairs these 2 questions to gauge the effectiveness of Prayer Ministry at St James and how we might develop it in future:

- If you have made use of Prayer Ministry – How did you find it? How can we improve it?
- If you haven't – Why not? How could it be improved to encourage you to use it?

Feedback from the discussion:

- Location is not ideal at the back of church, suggestions of using the side chapel.
- The music is a distraction at the end of the service.
- Noise is almost unavoidable at the back of church.
- Accessibility – could the prayer team stand at the front?
- Confidentiality could be an issue.
- The team works well but could use some more people.
- People are encouraged to socialise after church, it means they stay at the back of church and it would not be good to have to ask them to leave that section of the church because of the Prayer Ministry.
- How do you get your prayer request on the notice sheet?
- What is the purpose of the Side chapel?

Rob thanked members for their comments and reported that further discussions will be taking place.

7. PCC Away Day

Next PCC Away day is scheduled for 21st November 2015.

Purpose of the away Day will be to discuss the future of our buildings, including both Church and Hall.

Venue proposed for the meeting is St. Augustine's, Highbury. The church building has under gone a major redevelopment using Nick Weedon as architect. Rob has been in contact with their staff and they will be happy to share their development experience with us on the day.

Discussion will include: what are we looking at in the next 5 years?, the completed quinquennial report has given a comprehensive general narrative of the state of the outside and inside of the church building and what needs to be done short and long term in the next 5 years.

Rob suggested that we ask Nick Weedon to carry out an inspection of the state of the church hall to give us an accurate picture of current and future needs there too. This would cost £1080 + VAT.

Proposed by Paula Thomas and seconded by Myles Taylor. Agreed unanimously.

Rob also explained that it will be helpful to invite more people from outside of the P.C.C. to attend the Away Day as in previous years.

8. Quinquennial Inspection Report

Rob briefly introduced the Quinquennial Inspection report and highlighted the small number of simple items categorised as 'A' which need to be taken care of as soon as possible. He suggested that the other items be discussed after the PCC Away Day.

9. 171 Mitcham Lane House

The request to be considered for a Curate for 2016 might not be given authorisation by the Diocese.

The property is unoccupied at the moment and will be cleared soon. We will need to start a tendering process for the refurbishment and also quotations for market rent prices in the case we do not receive a curate in 2016 and therefore will be renting out the house after the refurbishment.

10. Any Other Business

There was no further business.

11. Date of Next Meeting

- PCC Away Day - Saturday 21st November, 10.00am-4.30pm @ St Augustine's, Highbury
- PCC Meeting – Monday 7th December, 8.00pm in the Church Centre
- PCC Meeting – Monday 25th January, 8.00pm in the Church Centre

The meeting closed with the Grace at 10:05pm.